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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 26 May 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Supply Training: (continued item)

(1) The Supply phase of the Seventh Logistics Support Course is making excellent progress. Student interest in this class is excellent. This is the last week for formal lecture-type training. Commencing Friday afternoon, one week will be devoted at headquarters to presentation of case problems and exercises. The program envisions active student participation by having them establish and operate a simulated station supply system and actually perform all phases of supply operation. As this is a new procedure for the Supply phase, the final results are awaited with great interest.

(2) The first two hours of the Logistics Supervisory Training Program were presented at [REDACTED] on 19 May by [REDACTED] of the Personnel and Training Branch, OL. The remaining two hours are scheduled for presentation on 26 May, also at the Depot.

(3) An internal training was initiated at the [REDACTED] on 3 May 1955. Subjects presented at this course include Logistics of the United States Government, Relation of Supervision to Personnel and Management, Fire Protection of Property, etc.

(4) One member of the Supply Division is scheduled for the Clerical Refresher Course which begins 31 May.

2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecast: (continued item)

Revision of existing instructions for forecasting materiel requirements [REDACTED] is being continued. Conferences have been held with representatives of [REDACTED] and O/TR relative to the proposed changes in these instructions. A follow-up conference with [REDACTED] is

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planned for this week relative to the current establishment of scheduled dates in early 1956 for the submission of programs to PPC for approval. In the event scheduled dates can be established at this time, [REDACTED] may provide for similarly phased dates for submission of requirement forecasts.

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b. Supply Regulations: (continued item)

(1) [REDACTED] Supply Procedures: Copies of all but three of the sample forms for chapter 24 have been received from Printing and Reproduction Division. Receipt of these remaining samples is expected this week with completion of the final chapter tentatively scheduled for next week.

(2) [REDACTED] Supply Procedures: This handbook is still awaiting authentication by DD/P prior to publication.

(3) Air Conditioning Equipment: Work has been started on draft copies of a headquarters and a field regulation covering criteria and procedure for requisitioning air conditioning equipment. A draft copy of a notice to provide interim criteria and procedure pending finalization of the regulatory issuances is also in process.

3. OTHER ITEMS OF INTEREST:

a. [REDACTED]

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b. Safe Files: (continued item)

(1) The current status of safe files is: 57 each on hand, 300 each due in on P. O. #55-3143, and 196 each due out.

(2) The information furnished by a representative of the Herring-Hall Marvin Safe Co., to the effect that 200 safe files, due in on above purchase order, were shipped on 10 May proved to be erroneous. The latest available information supplied by Procurement Division is that 66 each were shipped on 20 May. It is estimated that these will arrive at the warehouse prior to 10 June.

c. Surplus Property: (continued item)

(1) Two truck loads of scrap material have been delivered to the [REDACTED] for destruction.

(2) Seventy-five line items of excess and surplus property listed on two disposal documents were disposed of through [REDACTED]

(3) Eleven each Inner Spring single mattresses, size 30 x 47, covered by GSA Control Number 23327, have been disposed of through the GSA Regional Office from the [REDACTED]

d. Z.I. Depot Inventories: (continued item)

The inventory at the [REDACTED] was completed on Monday, 16 May 1955. Conditions at the warehouse were excellent, and physical inventory operation was concluded without any difficulties within the target time previously established. Reconciliation of the inventory at [REDACTED] is in process.

e. Consolidated Memorandum Receipts on Detached Stations: (reopened and continued item)

Two semi-annual CMR's comprising 150 and 36 line items respectively were forwarded to [REDACTED]

f. [REDACTED] Developments: (reopened and continued item)

(1) A meeting was held with [REDACTED] and Personnel Manager to discuss matters pertinent to security, personnel requirements for security and a general review of the status of organization to the current date. All matters discussed were relative to future plans for the coming year and therefore only [REDACTED] the [REDACTED] and the Senior Representative were represented.

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25X1A (2) [REDACTED] is presently conducting personnel inter-  
views and a more complete picture of the personnel situation will be  
25X1A available shortly. Presently, wage offers to technical personnel  
have apparently not been as remunerative as their present salaries  
and unless [REDACTED] changes its present policies thereto many of the  
personnel will be looking elsewhere for positions. In two instances,  
this has already occurred and in each instance the individuals pre-  
sumably have been successful in obtaining their desired salary.

(3) The situation regarding personnel in the Guard Force has been  
discussed and will be studied further. However, [REDACTED] has assured  
the Station that personnel will be available when the change takes  
place on 1 July.

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(4) A review of the status of funds remaining in the packaging  
contract is taking place and it is anticipated that the contract  
will be closed without a deficit unless unforeseen work should  
suddenly be desired by headquarters necessitating large expendi-  
tures for supplies and overtime.

(5) [REDACTED] the Station and all present  
contacts indicate that a more favorable relationship will exist  
between the offices concerned with the operation of the Station.

g. Special Disposal Action for Relocation of Materiel from [REDACTED]  
(new and continued item)

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[REDACTED]

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h. [REDACTED] Stockpile of TSS (ASD) Materiel: (new and completed item)

A joint meeting was held with TSS representatives for the purpose of  
identifying and assigning stock numbers to fifty electronics items  
scheduled for the [REDACTED] and the [REDACTED] of TSS materiel. Thus  
far, a total of twenty-two items have been cancelled and replaced by  
standard items already stocked in the supply system.

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i. Personnel Requirements, Control Staff: (new and completed item)

A paper has been prepared to the Admin. Staff/OL justifying the retention of three spaces in the Control Staff. Sufficient information has been furnished to justify permanent retention, rather than merely a six-month extension of the present authorization.

j. Building Supply Operations: (reopened and continued item)

(1) A larger supply room in the [REDACTED] has been made available by the Real Estate and Construction Division.

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(2) Surplus shelving obtained from the move of the Rosslyn Records Center has been utilized in the Alcott Hall Building Supply Room to obtain approximately 25% better utilization of the existing space. The installation of this metal shelving has also made space available for future expansion.

(3) IO/DDP has moved into a wing of the second floor of [REDACTED]. This is a new addition to the headquarters area buildings and will be serviced by the J Building Supply Group.

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k. Increased Utilization, [REDACTED] (reopened and continued item)

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As of 20 May, one hundred forty-four line items of materiel have been requisitioned by the [REDACTED] under the Special Procurement Program through the Regional Office of the General Services Administration. This action represents activity for the first twenty calendar days of May, and shows a definite improvement in using the facilities of the Depot to the advantage of the Agency.

l. U.S. Government Savings Bonds Drive: (new and continued item)

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(1) The Comptroller for the [REDACTED] visited the [REDACTED] to speak to the personnel about systematic savings by purchasing U.S. Government Bonds. The Comptroller, who is the Bond Drive Chairman [REDACTED] expressed the desires of [REDACTED] for 100% participation in the drive.

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(2) Two members of the [REDACTED] represented that installation at a Bond Rally conducted by representatives of the Management Division of the [REDACTED] Office in that area on 13 May.

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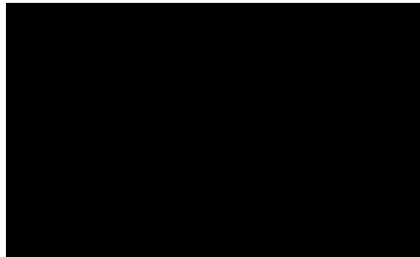
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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.



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OL/SD/TJD:dmg (26 May 1955)

Distribution:

Orig & 4: Addressee

1: SD official file

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